



**CITY OF ST. CHARLES  
POSITION DESCRIPTION  
Accounts Payable Clerk**

Department: Finance FLSA Status: Non- exempt  
Reports to: Accounting Manager Union: Non- Union  
Positions supervised: None

**Position Description Overview**

This position, under general supervision of the Accounting Manager, is responsible for the processing of invoices, purchase orders, and contracts/bids for all City purchases. The Accounting Clerk is also responsible for bi-weekly verification and processing of time sheets.

**Essential Job Functions**

1. Communicate with customers in a timely, accurate, and professional manner.
2. Process invoices, vouchers, purchase orders, and contract/bids for payment. Match invoices, receive purchase orders, receive and analyze reports, and check invoices on extensions, prices, quantities, freight charges, and discounts. Verify proper approval, coding, and budget compliance. Work with City staff to ensure proper accounts payable procedures are followed and understood.
3. Prepare invoices, vouchers, purchase orders, and reinstated check adjustments to be entered for weekly computerized check run. Prepare accounts payable checks and remittances and distribute or mail as required.
4. Enter voucher batches for manual checks as needed.
5. Send W-9 forms to all new vendors and verify 1099 information.
6. Maintain detailed and organized file system for paid and open invoice files, purchase orders and contract/bids.
7. Gather and assemble invoices for City Council approval.
8. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
9. Adhere to all departmental and City safety policies.

**Additional Job Functions**

1. Prepare manual checks as necessary.
2. Act as back up for Data Processing in entering Accounts Payable batches.
3. Archive accounts payable and other files as required.
4. Verify microfiche for payroll and accounts payable.
5. Perform other duties as required or assigned.

**Basic Requirements**

For successful performance in this position, the incumbent will need to demonstrate the following:

**Knowledge, skills and abilities**

1. General knowledge of bookkeeping and accounting principles and procedures with emphasis on accounts payable.
2. Skill in the use and operation of a personal computer including software programs such as Windows, Word, Excel, etc.
3. Strong interpersonal communication skills for interactions with elected and appointed officials, employees, agencies and other governmental units, and the public.
4. Effective written and verbal communications skills.
5. Strong mathematical skills to make mathematical computations quickly and accurately.
6. Strong organizational skills, including attention to detail, problem solving and follow through.
7. Skill in the use and operation of a variety of office equipment including calculator, facsimile machine, and CRT.
8. Ability to maintain strict confidentiality.
9. Ability to work independently with minimal supervision.
10. Ability to be bondable.
11. Possession of a valid driver's license.

**Education and Experience**

1. High school diploma or equivalent, with some college or professional training in accounting, finance, and business preferred.
2. Minimum of ~~one (1)~~ two (2) year general office, customer service, or accounting experience.
3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Accounts Payable Clerk  
5/01/06